

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Facilities Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, directs, and coordinates a variety of programs while managing a multi-service center. Serves as a liaison with individuals and groups in the community and the support staff throughout the city.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plans and coordinates center activities and operations by scheduling programs and center activities, reporting required maintenance repairs, planning for emergencies, providing technical assistance, providing referrals to citizens, ensuring building security, and monitoring the effectiveness of available services.
2	S	Establishes and implements programs by consulting with departments and civic groups and developing strategic partnerships with community organizations and businesses.
3	L	Supervises and trains personnel and volunteers by coordinating schedules, conducting performance evaluations, monitoring training needs, and conducting interviews.
4	L	Develops required reports and correspondence by maintaining a monthly statistical accounts of various programs and making periodic assessments of fiscal needs.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years of facilities management experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read directives, memos, policies and procedures and correspondences.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as accounting functions.
Writing	Work requires the ability to write reports, performance evaluations, meeting minutes, correspondences, articles and memos.
Managerial	Managerial responsibilities include planning, scheduling and evaluating programs and center activities and developing partnerships with other agencies.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, monitoring staff activities and center operations
Sitting	F	Computer, desk work, filing, meetings
Walking	F	Inter-office, monitoring staff activities and center operations
Lifting	R	Office supplies, files, folders, reports, manuals, books, office equipment
Carrying	R	Office supplies, files, folders, reports, manuals, books, office equipment
Pushing/Pulling	R	Office equipment maintenance and repairs
Reaching	R	Office supplies, files, folders, reports, manuals, books, office equipment
Handling	O	Office supplies, files, folders, reports, manuals, books, office equipment
Fine Dexterity	C	Computer keyboard, calculator, adding machine, writing
Kneeling	O	Office equipment maintenance and repair
Crouching	R	Office equipment maintenance and repair
Crawling	N	
Bending	O	Filing, office equipment maintenance and repair
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, monitoring staff activities and center operations
Hearing	C	Telephone, co-workers, staff, supervisors, department and civic leaders, agency supervisors, citizens, meetings
Talking	C	Telephone, co-workers, staff, supervisors, department and civic leaders, agency supervisors, citizens
Foot Controls	N	
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, overhead projector, TV-VCR, adding machine, typewriter, Public Address system, Standard Microsoft Windows and Office software, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Neighborhood Centers

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)